



City of Torrance Community Services Department | Recreation Division

(310) 618-2930 | [www.Recreation.TorranceCA.Gov](http://www.Recreation.TorranceCA.Gov)

"Creating and Enriching Community through People, Programs and Partnerships"

## AFTER SCHOOL CLUB PROGRAM APPLICATION 2024-2025

**PROGRAM CURRICULUM:** The After School Club program is a partnership by the City of Torrance Community Services Department and Torrance Unified School District that provides homework time, games, community service projects, arts and crafts, sports, and a variety of other activities. The After School Club is for children in grades 1<sup>st</sup> through 8<sup>th</sup>. The program is held on school campuses Monday through Friday, after school until 6:00 p.m.

**PROGRAM LOCATIONS:** Participants must attend the same school of the program location.

### Elementary Schools

Anza Elementary School  
Arnold Elementary School  
Carr Elementary School  
Edison Elementary School  
Fern Elementary School (Greenwood Park)  
Hickory Elementary School  
Towers Elementary School  
Victor Elementary School  
Walteria Elementary School

### Middle Schools

Bert Lynn Middle School  
Madrona Middle School  
Richardson Middle School

### **PROGRAM COST AND PAYMENT POLICIES:**

First Payment:	\$806.00 due with application	Covers August 22 – November 15, 2024
Second Payment:	\$806.00 due October 29, 2024	Covers November 18, 2024 – March 7, 2025
Third Payment:	\$806.00 due February 18, 2025	Covers March 10 – June 11, 2025

**THERE WILL BE NO REMINDER NOTICES OR EXTENSIONS FOR PAYMENTS.**

### **WALK-IN REGISTRATION and ONLINE:**

Torrance Resident Registration begins **Tuesday, April 23, 2024**

Non-Torrance Residents begins **Tuesday, April 30, 2024**

<b>Online:</b>	(310) 781-7598
<b>Walk-in:</b>	Monday through Thursday, and alternating Fridays City of Torrance Community Services Department - West Annex 3031 Torrance Boulevard, Torrance, CA 90503

The Registration Office is not responsible for delayed faxes. The Registration Office will be closed on June 14, 28, July 4, 12, 26 and August 9 and 23, 2024.

**METHOD OF PAYMENT:** Payments can be made by check, cash, money order or credit card (Visa MasterCard, American Express or Discover). Checks and money orders should be made payable to the "City of Torrance."

**PAYMENT SOURCE:** If payment is from two separate parties, they must both accompany the application. Applications with partial payment will not be accepted.

**SCHOLARSHIPS – Torrance Residents Only:** A limited number of scholarships are awarded once a year to residents. Scholarship applicants must have their scholarship approved at least two weeks prior to registration. Scholarship guidelines and applications are available at [www.TorranceCA.Gov/AfterSchool](http://www.TorranceCA.Gov/AfterSchool).

**REGISTRATION GUIDELINES:** The After School Club Program is designed for Torrance Unified School students. Torrance residents will have the first opportunity to register for the program. After the resident registration, non-Torrance residents will have an opportunity to register for any remaining spaces. Registration is accepted on a first come, first served basis and is done online or walk-in.

ALL applications must be accompanied by:

1. Current Proof of Residency for Torrance Residents ONLY (see below for additional information)
  2. Payment (online applications MUST include credit card information with signature).
- Applications received without this information cannot be processed, even returning participants.

**CURRENT PROOF OF RESIDENCY FOR TORRANCE RESIDENTS ONLY:** Proof of residency will be required at the time of registration. Acceptable forms of proof are car registration, car insurance, California driver's license, or a recent utility bill (phone bills will not be accepted). Your address must be current and reflect the home school your child attends. Individuals with the zip codes 90502 and 90501 and live east of Western, are not Torrance residents.

**WAITING LIST PROCEDURE:** Once a program has reached capacity, you can register for a waiting list. Once you are called from the waiting list, you will be given two (2) working days to register. If you do not register within two (2) working days, you will be removed from the waiting list and the next participant on the waiting list will be called. Registration fees are due at the time you register. Please be sure to notify the Registration Office if your phone number or address changes.

**CANCELLATIONS/REFUNDS/INSUFFICIENT FUNDS:** All cancellations must be received in writing. Refunds will be prorated and calculated on a weekly basis. Requests received once the week has begun will be prorated from the following Monday. A service fee of 20% or maximum of \$25.00 will be deducted from all refunds. If your payment does not clear because of insufficient funds, you will lose your space in the program. In addition to the \$25.00 returned check fee, a 20% or maximum of \$25.00 service fee will be charged if you are dropped from the program.

**EMERGENCY FORMS:** To complete the registration process, you must submit an Emergency Form no later than 5:00 p.m. Monday, August 19, 2024. Your child will not be allowed to attend the After School Program, unless this form is received. The Emergency Form will be given to you at the time of registration with your receipt. Emergency Forms can be returned by fax at (310) 781-7598 or mail/walk-in Monday through Thursday, and alternating Fridays to City of Torrance Community Services Department, Attn: After School Club at 3031 Torrance Boulevard, Torrance, CA 90503.

If your child requires medication during the program or has a severe allergy, you are required to complete additional forms and turn them in prior to the start of the program. For additional information, call (310) 618-2994, or visit: [www.TorranceCA.Gov/AfterSchool](http://www.TorranceCA.Gov/AfterSchool).

**PARENT/GUARDIAN MEETINGS:** A mandatory parent/guardian meeting will be held on Thursday, August 22, 2024. All meetings will be held in the After School Club location at the school, except for Fern and Madrona, whose meeting will be held at Greenwood Park. Exact room locations will not be available to staff until late summer. All parent/guardian meetings will begin at 6:00 p.m. For parents/guardians with children in both elementary and middle schools, you may attend either meeting as the same information will be covered.



City of Torrance Community Services Department  
 Registration Office: 3031 Torrance Blvd., Torrance, CA 90503  
 Phone (310) 618-2720 | Fax (310) 781-7598

## AFTER SCHOOL CLUB APPLICATION 2024-2025

DATE: \_\_\_\_\_

### PARTICIPANT INFORMATION

NAME OF SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_  
(AS OF AUGUST 2024)

PARTICIPANT'S NAME: \_\_\_\_\_  
Last First

BIRTH DATE: \_\_\_\_\_  MALE  FEMALE

PARENT/GUARDIAN'S NAME: \_\_\_\_\_  
Last First

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### PAYMENT INFORMATION

PAYEE'S NAME: \_\_\_\_\_  
Last First

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
(IF DIFFERENT FROM ABOVE)

METHOD OF PAYMENT:

CHECK  CREDIT CARD - *A surcharge will be added to all credit and debit card transactions.*

CREDIT CARD #: \_\_\_\_\_ CVV: \_\_\_\_\_

Expiration date: \_\_\_\_ / \_\_\_\_ I authorize the use of my credit card in the amount of: \$ \_\_\_\_\_

Print name as it appears on card: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

### AFTER SCHOOL CLUB PROGRAM APPLICATION AGREEMENT

*I have read the After School Program application. I understand that the policies listed in this application will be strictly enforced.*

PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

(Applications will not be processed without a signature or if information is missing as stated above.)

### FOR OFFICE USE ONLY

Receipt Number: \_\_\_\_\_ Staff \_\_\_\_\_ Transaction Date: \_\_\_\_\_ Start Date: \_\_\_\_\_